

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 10-253

OPENING DATE: 17 December 2010

CLOSING DATE: 3 January 2011

ANTICIPATED FILL DATE: 30 Jan 11

POSITION TITLE AND NUMBER

Deputy Surface Maintenance Manager
PDCN D1250000, MD # 5020-015

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-NC-J4-SMM, NCARNG
Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 17.64%)

GS-1601-12 \$70,906.00 - \$92,177.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is NATIONWIDE. Applications will only be accepted from current employees of the North Carolina National Guard with a permanent Excepted Appointment, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: JFHQ-NC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6429/ 6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATIONS REQUIREMENTS: Must have 36 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. *The application or resume must reflect the required 36 months experience.* In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (*with inclusive dates that reflect 36 months of specialized experience*) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext. 6429/6431.

1. Ability to plan and coordinate complex work assignments.
2. Knowledge of the capabilities, requirements and operating principles of various facilities (CSMS, MATES, and FMS's)
3. Ability to gather and organize data from various sources.
4. Ability to make cost and budget analysis and project operating expenditures.
5. Ability to assign responsibilities and delegate authority.
6. Ability to evaluate operations and isolate areas for improvement.
7. Knowledge of established policies, procedures and regulations regarding fire prevention, security, and safety programs.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment on the reverse side of this announcement. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

SECURITY CLEARANCE: Must have a security clearance at the Secret level.

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement.

MILITARY ASSIGNMENT: Assignment to a compatible Officer (03-04) position in the NCARNG in the unit of employment is mandatory. Off (90A or 91A)

PRINCIPAL DUTIES AND RESPONSIBILITIES: Manages, directs, coordinates, and oversees the ARNG State Surface Maintenance program. Determines goals and develop plans independently or jointly with higher management. Contributes significantly to the determination of resources needs, allocation of resources, and is accountable for their effective use. Makes or recommends organizational changes that have considerable impact, such as those involving basic structure, operating cost, and key positions. Considers a broad spectrum of factors when making decisions (or recommendations to higher level management), including such matters as employee relations, labor-management relations, and the effect on other organizations. Coordinates program efforts with other organizations or with National Guard Bureau (NGB) personnel. Assesses the impact of the organization's programs on other organizations in the state. Sets policy for the organization in such areas as determining program emphasis and operating guidelines.

Understands and communicates NGB policies and priorities throughout the organization managed. Deals with human resources management policy matters affecting the entire organizations, with personnel actions affecting key employees, or other staffing actions having significant impact. Delegates authority to subordinate supervisors and holds them responsible for the performance of their units. Plans and schedules work and production to be accomplished by subordinates, sets and adjust short-term priorities. Assigns work in consideration of employee skills and mission requirements. Exercises significant responsibilities dealing with headquarters' personnel, senior commanders, and staff officers of other units, organizations, and commands. Advises high-ranking management of functions, activities and services provided. Advises, counsels, or instructs employees on work and administrative matters. Makes and/or resolves decisions on work problems presented by subordinate supervisors. Develops performance standard. Evaluates subordinate supervisors' work performance and serves as a reviewing official of subordinates supervisors' workers. Improves production or increases the quality of work directed. Interviews candidates and recommends appointment, promotions, or reassignment to positions in the unit. Makes or approves selections for subordinate non-supervisory positions and recommends selections for subordinate supervisory positions. Hears and resolves employee complains and refers group grievances, or more serious unresolved complaints, to a higher -level supervisor. Approves expenses comparable to within-grade increases, employee travel, etc. Recommends awards or bonuses for nonsupervisory personnel and changes in position classification. Provides technical supervisor for field and sustainment maintenance on surface equipment issued to the ARNG. Manages all aspects of the management program, to include long-and short-range planning, maintenance training and proficiency, human resources directions, budgeting, etc. Formulates directives, serves on policy boards, serves on financial management committees, etc. Ensures compliance with National Maintenance Program (NMP) business producers when scheduling and executing sustainment maintenance operations. Provides technical and administrative advice to the Director of Logistics (DOL), commanders, and various staff officers regarding the surface maintenance programs, fiscal matters, organizational planning, and staffing for all levels of maintenance. Represents the state in major command conference affecting the maintenance program. Serves as a liaison with Army Commands, the NGB, DOL, Army Depots, etc., in support of DoD (Department of Defense) and training mission requirements. Confers with commanders and staff to establish and implement maintenance policies, programs, and procedures. Establishes goals, objectives, and requirements for surface maintenance related funds. Evaluates accomplishment of the surface maintenance program to ensure systems and programs are functioning properly; effective utilization and maintenance of equipment; and that projects are accomplished within established deadlines. Adjusts major scheduling of projects, as necessary, to meet changing requirements. Evaluates and ensure that results of equipment surveys and cost feasibility studies for additions or changes in the surface maintenance program are consistent with the latest technical developments and the needs of the state. Responsible for the production and maintenance management analysis regarding the effective utilization of resources. Directs inspections of operating activities to determine the condition of required facilities, the effectiveness of maintenance activities in support of programs, and to ensure coordination between such activities. Analyzes maintenance activity inspection reports and directs corrective action when necessary. Directs and coordinates the correction of maintenance deficiencies affecting unit readiness. Analyzes maintenance production impacting equipment readiness. Responsible for authorizing the level of maintenance to be performed at Table of Distribution and Allowance (TDA) for maintenance activities. Serves as a member of appropriate Authorized Stock List (ASL) review board(s). Directs and controls activities related to materiel readiness, including the Maintenance Assistance and Instruction Team (MAIT) and Command Maintenance Evaluation Team (COMET) programs, to ensure efficient operations of all facilities and organizations. Serves as program manager for surface maintenance funds. Develops the maintenance financial requirements portion of the logistics budget for submission to the Programs, Budget and Accounting committee (PBAC). Ensures funds are obligated in accordance with the state budget plan. Advises and directs others regarding surface maintenance related funds. Plans, develops, administers, and coordinates the surface maintenance program-operating budget in primary accounts (repair parts, contract maintenance, Active Duty Special Work (ADSW), maintenance man-days, and technicians travel). Conducts staff conference to outline priorities and collaborate on budget impacts caused by increased costs and changes in programs and facilities, mission/weapons system changes, and requirements for new facilities and facility remodeling, etc. Administers and monitors other maintenance funding programs as needed. Directs contractual maintenance programs with the state. Continually reviews the financial position through subordinates to ensure fiscal integrity. Directs changes necessary to ensure proper timing and accomplishment of objectives. Serves as program manager for maintenance support of tactical automation equipment and responsible for surface maintenance specific automation, to include training and systems support. Exercises significant responsibilities in dealing with, or advising, higher ranked officials of other units or organizations. Assures that manpower requirements are met and coordinates through the DOL to provide manpower requirements justifications and other necessary information. Allocates available manpower resources. Develops, manages, and administers the maintenance ADSW program. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, G4-4, G3-3, G1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1